



United States
Department of
Agriculture

Agricultural
Marketing
Service

STOP 0253 – Room 2610-S
1400 Independence Avenue, SW.
Washington, D.C. 20250-0253

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NOTICE TO THE TRADE USDA MEAT SUPPLIERS

In the near future, the Department of Agriculture's (USDA) Agricultural Marketing Service (AMS) will make revisions to contractual and specification requirements which effect how suppliers to its meat purchase programs compile and submit documentation concerning their production processes. Once effective, suppliers and potential suppliers must submit all technical proposals and other process documentation directly to the AMS Contracting Officer. Prior to this revision, a portion of the required process documentation concerning domestic origin, harvest, microbial, animal welfare, and excluded material requirements were submitted to the Livestock and Seed Program's Audit, Review and Compliance (ARC) Branch. It is important to note that the actual raw material and product requirements have not changed.

The requirements set forth in the ARC Branch's Instruction 1010 "USDA Supplier Eligibility Program" and the "Official Listing of Eligible Suppliers for USDA Purchase Programs" have been rescinded. Contractual and specification requirements will be revised to reflect this change. The production processes of suppliers and potential suppliers for compliance with individual program requirements will be audited by AMS in accordance with ARC Branch 1017 Procedure.

In conjunction with the above cited revisions, raw material suppliers and subcontractors to USDA contractors will have two options for submitting their process documentation to the AMS Contracting Officer for approval. The two options are:

- (1) as a stand alone document that addresses the appropriate requirements which, after approval by the AMS contracting officer, may be incorporated by reference in USDA contractor's technical proposals by mutual agreement of the contractor and the subcontractor; or,
- (2) as a part of the USDA contractor's technical proposal.

The effective dates of the contractual and specification revisions will be cited in the individual amendments.

If further information concerning the revisions to the requirements for compiling and submitting production process documentation is needed, please contact Duane Williams, Contracting Officer, on 202/720-2650.

/s/William Sessions (7/23/04).

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